

KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2020-01

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: November 26, 2019

RE: Authorization to Share Kansas WIC Information

Authorization to Share Kansas WIC Information

The Kansas WIC Program has created a client information release form. This form is titled, “Authorization to Share Kansas WIC Information”, and is available in Word and a PDF Fillable Form in both English and Spanish. This form was created in collaboration with the American Academy of Pediatrics Kansas Chapter to help facilitate communications between health care providers and the Kansas WIC Program.

If your agency already has a preferred release of information form, you may continue to use it. The utilization of this new form is discretionary, but a release form must be used to share WIC client information with private health care providers. Policy [PRI: 04.00.00 Confidentiality of WIC Program Information](#) has been updated to include guidance for the use of the Authorization to Share Kansas WIC Information form, please review the policy at your convenience.

The links for the policy and release forms are listed below:

[PRI: 04.00.00 Confidentiality of WIC Program Information](#)
[Authorization to Share Kansas WIC Information – Word – English](#)
[Authorization to Share Kansas WIC Information – PDF – English](#)
[Authorization to Share Kansas WIC Information – Word – Spanish](#)
[Authorization to Share Kansas WIC Information – PDF – Spanish](#)

Regarding contacting physicians about special formula authorization.

1. **Question:** *Would we need a signed consent to fax a Special Issuance Authorization form to physician offices?* **Answer:** *No. In this situation you are sending a “request” for information to a health care professional in order to provide foods/formula that have been deemed medically necessary for the client. Per policy [FCI 02.01.05](#), we grant local agencies the authority to fax forms to the health care professional for the purposes of Special Issuance Authorization forms. Similarly, the policy specifies the CPA will attempt to contact the health care professional in order to issue up to a month of special formula.*

2. **Question:** *Would we need a signed consent to call a health care professional to clarify an order on a Special Issuance Authorization form?* **Answer:** *No. Such contact is allowed by the same policy.*

ACTION REQUIRED: Please review and follow policy, PRI: 04.00.00 Confidentiality of WIC Program Information. Share information with appropriate WIC staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Items included below and/or provided as separate documents: